



## Senior Director, Board Governance

### Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission is to accelerate world class science to deliver transformative regenerative medicine treatments in an equitable manner to a diverse California and world.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

### General Statement

Reporting to the Independent Citizens' Oversight Committee (ICOC) Vice Chair, the Sr. Director, Board Governance, will manage the ICOC workflow and agenda as well as outcomes from all its subcommittees, including facilitating the transmission of the subcommittees' recommendations to the board as a whole. The Sr. Director will facilitate all agency communication with the 35 ICOC members and their alternates and will provide support to all members and alternates in their role as state officials. The Sr. Director will oversee preparation for and direct and/or coordinate – as appropriate - all preparation for ICOC full board and subcommittee meetings and manage ICOC participation in Working Groups and other CIRM meetings and events.

The Sr. Director will, on a regular and ongoing basis, manage high volumes of communication with the ICOC Chair, Vice Chair, members and their alternates. The Sr. Director will coordinate, motivate, mobilize, and organize CIRM staff members and numerous third parties including members of the public, agencies and contractors conducting work for the Board, its subcommittees, and advisory committees on behalf of the Board.



## **Job Functions**

- Serves as chief liaison and primary contact for ICOC members at CIRM, managing CIRM and the Chair's and Vice Chair's communications with the ICOC and managing all incoming queries, requests and policy and procedural suggestions from individual board members.
- Manages, with the Chair and Vice Chair, the workflow and agenda for the ICOC and its subcommittees, participating with the Chair, Vice Chair and senior CIRM staff members in strategic planning and prioritization for the ICOC.
- Conducts regular review of ICOC workflow and timing of ICOC meetings and agenda items as related to CIRM team plans and needs, identifying potential problems and driving needed changes to ICOC schedule to meet the needs of the organization.
- Manages identification of need for and creation of new ICOC Subcommittees and Task Forces, working with the ICOC Chair and Vice Chair to develop work plans and membership for each group.
- Brief and otherwise prepare ICOC members who participate in outside CIRM committees, such as Citizens Financial Accountability Oversight Committee and California Stem Cell Research and Cures Finance Committee for meetings of those groups.
- Provides consultation to CIRM leadership and staff teams regarding timing and methodology for working with, informing, and presenting and making recommendations to the ICOC.
- Perform, with assistance from the legal team, ICOC conflicts of interest check for ICOC meetings.
- Advises CIRM on administrative law matters, including CIRM's regulations, policies and their application,
- Advises CIRM on administrative law matters to ensure compliance with state laws such as the Public Records Act, Political Reform Act, Administrative Procedure Act, Public Contract Code, and Bagley-Keene Open Meeting Law.
- Works with internal legal team and external legal consultants to provide legal interpretation of Proposition 14 and advises CIRM ICOC, Leadership and staff accordingly.
- With the CIRM legal team, advises the ICOC regarding their fiduciary and legal obligations.
- Provide legal coverage to CIRM on an as-needed basis



Directs participation for all meetings of the ICOC and its subcommittees, including:

- Manages workflow and preparation for all ICOC and subcommittee meetings and other ICOC events and briefings.
- Manages annual calendar of ICOC meetings and regularly updates calendar of subcommittee meetings.
- Oversees all arrangements for ICOC and subcommittee meetings.
- Develops and finalizes all ICOC agendas with direction from ICOC Chair, Vice Chair, and CIRM President or other CIRM staff members, as needed.
- Manages communication with members of the public regarding ICOC and subcommittee meetings and related information.
- Drives the preparation of all meeting materials for the ICOC members, CIRM staff and the public.

Manages, with assistance from other CIRM staff members, ICOC meeting follow up activities, including:

- Creation of meeting minutes for ICOC meetings.
- Posting of transcripts and other meeting-related documents acquired for and following the meeting.
- Tracking assignments back to CIRM staff from ICOC meeting decisions.
- Managing work of other staff members who will assist with items including procurement of meeting locations and development of meeting materials, among other tasks as needed.
- Directs legally required posting of all ICOC and subcommittee agendas and meeting notices on the CIRM website.
- Manages all state and CIRM required documentation related to the ICOC and its members, including:
- Manages implementation procedures for, and processing of, all required forms and documents to be reviewed, filled out and/or signed by each ICOC member and Alternate Member, including Statement of Economic Interests (Form 700), ICOC Conflict of Interest Policy, ICOC member Oath of Office, State Ethics Course/Certificate of Completion and other forms and documents as needed.
- Serves as CIRM Filing Officer for the FPPC, maintaining a relationship with contacts at the FPPC, managing annual process of Form 700 filing, managing the amendment



process as needed for individual members and managing the “leaving office” filing process as required in the event of board or alternate turn-over.

- Maintains records of all ICOC member forms and meeting documents, in accordance with the CIRM Records Retention Policy.
- Directs communication with and support activity of ICOC members with regard to CIRM legal matters, including:
- Coordinating with counsel and helping to conduct regular briefings of ICOC members on current legal issues as needed.
- Managing document preparation, ICOC member review, ICOC member signing and submission of said documents to appropriate parties pertaining to ICOC and its members regarding CIRM legal matters such as lawsuits and trials.
- Manages follow-up activities on behalf of ICOC Chair with state constitutional officers regarding ICOC appointments and other ICOC-related matters.
- Conducts, with the Chair, preparation, and speechwriting for public speaking engagements regarding ICOC messaging, and working in conjunction with Communications team.
- Recruits ICOC member participation in CIRM government relations and press activities, working closely with CIRM’s Sr. Director of Communications.
- Interfaces with President’s Office and CIRM Science, Legal, Communications regularly to ensure uniform clear communication between CIRM and the ICOC.
- Develops content for CIRM Annual Report related to the ICOC, its subcommittees and ICOC-related CIRM accomplishments and events.
- Prepares confidential correspondence, reports, and other complex documents at the request of the Chair.

### **Supervision Received**

The Senior Director, Board Governance, reports directly to the ICOC Vice Chair on ICOC matters excluding any legal issues and reports to the CIRM General Counsel on all legal matters.

### **Qualifications and Skills**

- Juris doctorate degree.
- Active membership in the California State Bar.
- Minimum of ten years’ experience in government relations, public policy, public affairs, communications or an equivalent combination of education and experience.
- Creative problem solver and proven ability to complete tasks as directed.



- Resourceful with experience moving programs and projects forward under heavy time pressure.
- Demonstrated ability to work well with high-level Board and staff members at institutions and government entities in California and globally.
- Demonstrated ability to simultaneously manage multiple, complex projects in varying stages of development under time pressure.
- Ability to handle negotiation and work as part of a team.
- Ability to demonstrate excellent organizational skills and the ability to plan and act independently on projects with minimal supervision.
- Ability to work in a fast-paced environment.
- Experience managing large-scale public boards (preferred).

### **Working Conditions**

- Be available to work outside of normal business hours.
- Be able to travel statewide, out of state and internationally as necessary.

### **Attendance**

Must maintain regular and acceptable attendance at such a level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

### **Salary Range and Benefits**

The annual salary range for the Senior Director, Board Governance, is \$228,000 - \$307,000. CIRM offers a competitive compensation package.

**Final Filing Date:** 10 days out or until filled

### **Application Instructions**

Interested candidates must submit completed application packages and all required documents must be received or postmarked by the final filing date in order to be considered. Required application documents include the following:

- **Cover Letter**
- **CV/Resume**
- [State Examination/Employment Application \(Std. 678\)](#)

A California State application is required as CIRM is a state agency. All applicable fields on the State Examination/Employment Application must be filled out completely. Clearly indicate on the application form in the field titled "Examination(s) or Job Titles for Which



You Are Applying” the position title as indicated on this job announcement. Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Experience and education relating to qualifications listed for this position should be included in your application to demonstrate your abilities in performing the job functions.

NOTE: For security purposes, your full social security number is not required on the application.

### **How to Apply**

You may submit your electronic application and any applicable or required documents to:  
[jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov)

You may mail your application and any applicable or required documents to:

Human Resources  
Attn: CIRM Recruitment Team  
P.O. Box 980790  
West Sacramento, CA 95798-0790

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered postmark dates for the purpose of determining timely filing of an application.

### **Contact Information**

The Human Resources Specialist is available to answer questions regarding the application process and the position.

- Kathie Raftery
- Email: [kraftery@cirm.ca.gov](mailto:kraftery@cirm.ca.gov)

**Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the Equal Employment Officer listed below:**

- Vanessa Singh
- (510) 804-7622
- Email: [vsingh@cirm.ca.gov](mailto:vsingh@cirm.ca.gov)



- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

## **Equal Opportunity Employer**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

## **Benefits**

Merit System Principles: Provided to public employees by the State Civil Service Act.

Benefits Summary: This webpage is intended to provide general information.

\*All hires at CIRM are Exempt from civil service and considered Excluded for the purposes of collective bargaining.